



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**TAYLOR HARDIN SECURE MEDICAL FACILITY**  
1301 JACK WARNER PARKWAY NORTHEAST  
TUSCALOOSA, ALABAMA 35404-1060  
205-556-7060  
WWW.MH.ALABAMA.GOV



JIM REDDOCH, J.D.  
COMMISSIONER

ROXANNA T. BENDER, MS  
FACILITY DIRECTOR

**AN EQUAL OPPORTUNITY EMPLOYER**  
**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION**

**JOB TITLE:** MH Administrative Assistant VI

**NUMBER:** 14-05

**JOB CODE:** G6000

**POSITION NO.:** 8836116

**JOB LOCATION:** Taylor Hardin Secure Medical Facility  
1301 Jack Warner Parkway Northeast  
Tuscaloosa, AL 35404

**DATE:** 04-11-14

**SALARY RANGE:** 67 (\$30,724.80 - \$46,615.20)

**QUALIFICATIONS:** High school diploma or GED equivalency, preferably supplemented by courses in typing and/or business practice. Extensive (72 months or more) responsible experience in office work, including some experience (12 months or more) in supervision or administrative matters requiring decision making responsibility.

**KIND OF WORK:** Perform a variety of general and/or confidential clerical functions, including maintenance of confidential documents and information such as: files of reports, records, correspondence, etc. often involving information related to the care, treatment and safety of mentally ill forensic patients and/or private employee information. Serve as Assistant to the Facility Director to include conferring with employees and other departments to resolve problems, issues of a personal and of a non-related nature, and communicate directives to pertinent staff. Coordinate the Facility Director's schedule, arrange appointments, set up meetings, schedule conference room, answer telephone, take messages, make travel arrangements, etc. Plan and organize work to include reading, sorting and routing incoming mail and composing draft documents. Prepare committee agendas for Facility Management Team and special meetings and attend meetings, prepare minutes and distribute appropriately. Maintain log on investigations, prepare legal documents, and review Hospital Review Board reports. Perform other related work as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Must have good computer skills for both word processing and information retrieval. Knowledge of general office practices, procedures, and equipment. Ability to plan, organize, prioritize, and present factual information in an orderly manner. Ability to compose letters and other documents with only general instructions. Ability to communicate effectively both orally and in writing. Ability to utilize appropriate telephone etiquette, good listening skills, good interpersonal skills, in a respectful, pleasant, and professional manner when answering telephone calls, interacting with the general

public, addressing employee and patient's family concerns, etc. Ability to manage and maintain confidential information.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screening required. Security Clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an Application for Professional Employment, which may be obtained from this office. Application should be returned to the Personnel Office (at the address above) by **4/25/14** in order to be considered for this position. Do not return this application to the State Personnel Department. Copies of all licenses should be forwarded with your application. **\*A COPY OF OFFICIAL COLLEGE/UNIVERSITY TRANSCRIPT FROM COLLEGE/UNIVERSITY ATTENDED SHOULD ALSO BE FORWARDED TO THE PERSONNEL OFFICE (AT THE ADDRESS ABOVE). JCAHO ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**

*“Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.”*